



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
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SUPERINTENDENT OF
PUBLIC INSTRUCTION

DATE: March 7, 2008

TO: Local and Intermediate School District Superintendents, Public School Academy Directors, and Nonpublic School Administrators

FROM: *Carol*
Carol Wolenberg, Deputy Superintendent

SUBJECT: **Counting Breakfast Time as Instructional Time**

Purpose

The purpose of this memorandum is to clarify the Michigan Department of Education's (MDE) position on counting breakfast time as instructional time. A total of 1,098 hours of instruction is required at a minimum to generate a 1.0 full time equivalency (FTE). Under certain circumstances, breakfast and instructional time may coincide.

Section 2 of the Pupil Accounting Manual addresses allowable hours of pupil instruction for state school aid payment purposes. Section 2.B.1. lists several requirements for instructional time to be counted toward the 1,098 hour minimum. Those requirements include: (1) Pupils and certificated teachers must be present and engaged in instruction for the time to be counted; and (2) The breakfast period and lunch period are not countable.

MDE has been asked whether the above language precludes a district from counting time when pupils and certificated teachers are present and engaged in instruction during a time when some of those pupils are having a district-provided breakfast. The time during a normal school day when instruction, as defined in the Pupil Accounting Manual, is taking place and when some pupils in that classroom are having a district-provided breakfast is countable as instructional time. The language in Section 2.B.1. of the manual referencing a "breakfast period" pertains to a time when instruction, as defined in the manual, is not taking place, such as when a breakfast is served in a cafeteria or other non-classroom area without teachers and instruction.

Example when time does not count toward instruction: Breakfast is served in a cafeteria or common area. Instruction is not occurring.

Examples when time will count toward instruction: (1) Breakfast is being consumed in a classroom by some or all of the students. A teacher is providing instruction. (2) Breakfast is being consumed during a countable homeroom period.

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We encourage districts to consider providing breakfast. Working within the guidance above may enable this to occur without having to lengthen the school day.

Questions related to this memo should be directed to Joellen Wonsey, Office of State Aid and School Finance, (517) 373-3352 or WonseyJ@Michigan.gov.